



**Canadian Society of Hospital Pharmacists**  
**Soci t  canadienne des pharmaciens d'hopitaux**

### **PHARMACY ASSOCIATION OF NS (PANS) REPRESENTATIVE**

The following are the duties and responsibilities of the PANS representative to the Branch CSHP.

The PANS representative shall:

1. Serve as a member of the Branch Executive; and attend Executive Committee and General Meetings.
2. Report to the Branch Executive Committee and at General Meetings on the activities of PANS and prepare and submit an Annual Report no later than three (3) weeks prior to the date of the AGM.
3. Keep the Branch fully informed as to the mission, action plan, strategic goals and objectives of PANS.
4. Be prepared to serve on PANS Committees or Task Forces.
5. Be prepared to carry out all duties and responsibilities of PANS Board as assigned.
6. Prepare and submit responses to PANS Board as requested.
7. Attend meetings of the PANS Board.
8. Act as an Executive Committee liaison to one or two Branch committees as assigned by the President.
9. Brief the incoming PANS representative concerning these duties and responsibilities, passing on written (or electronic) materials as necessary.
10. Review current terms of reference governing your position and suggest revisions to the Secretary. This should occur with each changeover of the position.